

**CITIZENS' INDEPENDENT TRANSPORTATION TRUST (CITT)**  
**Budget and Finance Committee Meeting**  
**January 14, 2004**  
**Stephen P. Clark Center**  
**111 NW 1<sup>st</sup> Street, 29<sup>th</sup> Floor Conference Room**  
**Miami, FL**  
**10:00 a.m.**

**SUMMARY OF MINUTES**

**Budget & Finance Committee Members:**

**Theodore Wilde, Chairman**

**Hon. Mike Abrams**

**Marc Buoniconti**

**Hon. John F. Cosgrove**

**Franklin Kelly**

**Thamara Labrousse**

**Miles Moss**

**CITT MEMBERS PRESENT:**

Theodore Wilde, Chairman

Hon. John F. Cosgrove

Franklin Kelly

Thamara Labrousse

Miles Moss

**COUNTY ATTORNEY:**

Bruce Libhaber

**OTHERS ATTENDING:**

Hilda Fernandez, OCITT, Executive Director

Patty David, OCITT

Jack Furney, OCITT

Alina Philipp, OCITT

Virginia Diaz, OCITT

Pepe Valdes, OCITT

Marlene Amaro, OCITT

David Tinder, PWD

## **ROLL CALL**

With a quorum being present, Mr. Wilde, Chairman, called the Budget and Finance meeting to order at 10:05 a.m.

## **APPROVAL OF AGENDA**

Mr. Wilde requested a motion approving the agenda. Mr. Labrousee moved approval, seconded by Mr. Moss and carried without dissent.

## **CITIZENS' COMMENTS**

None

## **APPROVAL OF MINUTES**

Mr. Wilde requested a motion to approve the December 11, 2003 minutes. Mr. Moss moved approval, seconded by Ms. Labrousse and carried without dissent.

## **OLD BUSINESS**

### *Report Financial Service Provider*

Mr. Cosgrove mentioned Commissioner Dennis Moss had sent him a derogatory letter in response to his letter to Chairman Barbara Carey-Shuler requesting approval to advertise for financial consulting services and waiver of committee process. He has since met with him and discussed the various CITT issues. He further stated that Commissioner Moss would support the Trust's request for an independent financial consultant. He also stated that he does not believe that CITT needs to be involved in any policy issues rather provide oversight only as it pertains to surtax monies. Mr. Cosgrove would like Trust members to attend the BCC Transportation Committee meeting January 15, 2004 at 2:00 p.m. and requested staff to send out a notice to all CITT members notifying them of this meeting.

Jack Furney, OCITT, stated there are two methods that DBE provides measures to these contracts, one is percentage versus set-asides. Ms. Alexander responded that the county policy states that any project over \$25,000, DBE reviews for participation within current programs. In this participation instance it is with Black, Hispanic and Women programs. When DBE received initially the requirements was; a firm that could not have any existing contracts with the Miami-Dade County. DBE did its own analysis and made a recommendation based on that information which was presented to the Review Committee. The Review Committee, which is composed of various department directors, meets once a week. The Review Committee's recommendation was a selection factor for Black, Hispanic and Women. That means 10% of the points will go --- ---towards those firms that are qualified. With the requirements changing that the prime could not have a contract with the county but the subcontractor firm could not have a contract with MPO, Public Works or Miami Dade Transit could be considered. With that current information DBE re-pollled the firms that were certified. That information is not yet completed.

### *Proposed Draft Response on PTP Pro Forma*

Mr. Wilde presented a detailed "Summary of CITT Task in Response to the Pro Forma" that was included in the agenda package (also a copy was distributed). Mr. Cosgrove suggested having a public hearing through Miami Dade to discuss the pro forma, however he would not sure it valid a formal response. He stressed the importance on having a 5-year plan with a 1-year Review as

other similar agencies do. Mr. Moss stated it is his understanding that the pro forma was requested by the CITT to review how the County proposed to accomplish the PTP projects and according to the results not all the PTP projects will be accomplished as projected. He believes the CITT has a responsibility to inform the public that the pro forma has been completed and what were the results. He suggested having evening public meetings in the BCC Chambers, which would be televised. It could be an interactive meeting with the public. Mr. Cosgrove said he is not sure how the CITT should respond to the pro forma. Mr. Cosgrove stated that with the information obtained from the pro forma the CITT should work on the 5-year plan with a 1-year review and hold public hearings to disseminate that information at various public hearings. Ms. Labrousse stated that the CITT does not want to be appearing that we are inactive or unresponsive; a public workshop would be a good idea however there are still a lot of unanswered questions.

Mr. Furney mentioned that the BCC had requested from Public Financial Management (PFM) a worst-case scenario, because that would provide a contrast to the pro forma. He will request a copy and forward it to the other Trust members.

Mr. Moss moved to approve that the Budget and Finance prepare a summary new release why the pro forma was prepared, what it was attempting to accomplish and that the Committee identified the variables contained that might be questionable and require further research and that we also identified other variables that could be utilized as possible alternatives that we hold a public hearing either an interactive or throughout the County or workshop to publicly describe this to receive response from the public with the intent that this information from the public would be utilized by us with overall consideration of everything towards have a 5-year budget prepared that we would review. The motion was seconded by Mr. Kelly and carried without dissent.

#### *PWD NEIGHBORHOOD IMPROVEMENT FORMULA*

Mr. Wilde explained that Public Works developed a proposed distribution formula of available neighborhood improvement funds. At the beginning the focus was on the population in the unincorporated areas and whether the two new cities, Miami Gardens and Doral should be included in the population of these areas. At the December 17, 2003, meeting it was decided that a different formula should be used. There are a number of ways to you can divide up the PWD funds among the 13 commission districts and a number ways to include those municipalities, that do not receive any part of the 20% distribution from the surtax monies.

Ms. Fernandez suggested that CITT could recommend to PWD to reconsider any formula distribution that they may be suggesting. The formula distribution that was suggested by PWD is for the non-projects specific neighborhood improvements. It was suggested to PWD that they might consider in a future formula allocations districts that have a large percentage of unincorporated Dade and do not have the benefit of municipal dollars. The CITT could request or recommend to the PWD that they take a look at different models.

Mr. David Tinder, PTP Coordinator PWD stated that the original formula was done by the request of the County Manager. There have been other recommendations made by BCC and Dr. Bonzon but nothing has been finalized.

Mr. Moss stated that new cities that incorporate after the day of the ordinance needs to negotiate with the County Manager. Therefore, the formula would serve only temporary depending on the outcome of the negotiations with the County Manager. Ms. Fernandez stated that the Ordinance states that new municipalities have the right to negotiate with the County Manager but not guaranteed any funds for a pro rata share of the sales surtax which comes out of the 80%. Mr. Moss said in the long term every city may be incorporated and those not incorporated can equal the population of those that are incorporated today and if you calculate fare share there would be another 20% of the 80%. Should the CITT be making a recommendation to the Manager?

Mr. Cosgrove stated the Ordinance states that the County Manager has the authority to negotiate with the new cities, therefore, he suggests waiting to see what the Manager proposes. Ms. Fernandez added that if there is an issue of allocating funds and the allocation of funds changes the PTP it would be brought to the CITT and BCC for approval. Mr. Moss asked how much would have Miami Gardens received had they been part of the new cities in November and how much is being allocated in the proposed distribution. Ms. Fernandez responded \$2.7 million dollars had they been incorporated and presently would receive \$318,000.00. Mr. Moss stated that the allocation should be based on needs not by commission district. Mr. Wilde stated that at this point the CITT could only encourage the County Manager and the BCC to review the formula distribution. Mr. Cosgrove commented that it is a policy issue, which he feels the CITT has some responsibility. The formula needs to be equitable based on needs and reserve for the new cities potential allocations.

Mr. Moss made a motion to encourage the continued reconsideration with the placing of emphasis on needs determined by Public Works with subsequent discussion consideration of the role of newly established municipalities; the motion was seconded by Mr. Kelly and carried without dissent.

## **ACTION ITEMS**

**8A. RESOLUTION APPROVING REQUEST FOR WAIVER OF COMPETITIVE BIDS AND APPROVAL OF CHANGE ORDER NO. ONE TO THE CONTRACT WITH H & R PAVING, INC. FOR QUALITY NEIGHBORHOODS IMPROVEMENT PROGRAM 2 (QNIP-2) RESURFACING CONTRACT NO. 6 (MIAMI-DADE COUNTY PUBLIC WORKS DEPARTMENT PROJECT NO. 629902)**

**8B. RESOLUTION APPROVING REQUEST FOR WAIVER OF COMPETITIVE BIDS AND APPROVAL OF CHANGE ORDER NO. TWO TO THE CONTRACT WITH H & J ASPHALT CO., INC. FOR QUALITY NEIGHBORHOODS IMPROVEMENT PROGRAM 2 (QNIP-2) RESURFACING CONTRACT NO. 5 (MIAMI-DADE COUNTY PUBLIC WORKS DEPARTMENT PROJECT NO. 629901)**

Ms. Fernandez explained the PWD request for a waiver of competitive bids and approval of a Change Order No. 1 and No. 2 of a contract between the County and H&R Paving, Inc. and H&J

Asphalt Co. Inc. (a copy of the Ms. Fernandez memo was distributed). The Department of Business Development has reviewed and approved the items. The items were also reviewed by the CITT Compliance & Oversight Committee and forward to this committee for consideration. The items will be presented to the BCC Transportation Committee meeting on January 15, 2004; if there are any substantive changes it will be presented to the Executive Planning Committee on January 16, 2004 for consideration. If no changes are made it will be forwarded to the BCC for approval and then back to the full CITT for ratification on January 28, 2004.

Mr. Wilde requested a motion to approve agenda items 8A and 8B and forward to the full CITT for consideration. Mr. Moss moved approval, seconded by Mr. Cosgrove and carried without dissent.

**8C. RESOLUTION APPROVING THE PUBLIC WORKS DEPARTMENT'S USE OF THE GENERAL ENGINEERING CONSULTANT SERVICES CONTRACT WITH SAN MARTIN ASSOCIATES, INC. FOR PEOPLE'S TRANSPORTATION PLAN (PTP) PROJECTS**

**8D. RESOLUTION APPROVING THE PUBLIC WORKS DEPARTMENT'S USE OF THE GENERAL ENGINEERING CONSULTANT SERVICES CONTRACT WITH CES CONSULTANTS, INC. FOR PEOPLE'S TRANSPORTATION PLAN (PTP) PROJECTS**

**8E. RESOLUTION APPROVING THE PUBLIC WORKS DEPARTMENT'S USE OF THE GENERAL ENGINEERING CONSULTANT SERVICES CONTRACT WITH CIVIL-CADD ENGINEERING, INC. FOR PEOPLE'S TRANSPORTATION PLAN (PTP) PROJECTS**

**8F. RESOLUTION APPROVING THE PUBLIC WORKS DEPARTMENT'S USE OF THE GENERAL ENGINEERING CONSULTANT SERVICES CONTRACT WITH NETWORK ENGINEERING SERVICES, INC. FOR PEOPLE'S TRANSPORTATION PLAN (PTP) PROJECTS**

Ms. Fernandez explained the Public Works Department's request for contract modification for their General Engineering Consultant Services Contract (Project No.E01-PW-05). The items were approved by the Compliance and Oversight Committee and forward to this committee for consideration. The contracts were also reviewed and approved by DBE. The contracts are worth \$4 million each and what is being requested by PWD is authorization to have a different funding source available under these contracts, which will expedite the PTP projects. Again, these contracts will be heard at the BCC Transportation committee January 15, 2004 and if any substantive changes occur, then they will be presented to the EPC for consideration on January 16, 2004.

Mr. Wilde requested a motion to approve agenda item 8C-F. Mr. Moss moved approval, seconded by Mr. Cosgrove and carried without dissent.

**G. RESOLUTION APPROVING THE PUBLIC WORKS DEPARTMENT'S AMENDMENT TO THE 2-YEAR PLAN WHICH REINSTATES THE TWO CITY OF MIAMI NE 2<sup>ND</sup> AVENUE PROJECTS**

Ms. Fernandez stated that the two NE 2<sup>nd</sup> Avenue projects were removed from the PWD 2-year plan at the request of the City of Miami at the CITT meeting December 17, 2003. The City of Miami has met with PWD regarding their questions and concerns. The PWD is requesting the inclusion of these two projects, as originally presented.

Mr. Wilde requested a motion to approve agenda item 8F, the motion was unanimously approved.

***CITT DEPARTMENT BUDGET – PRELIMINARY DRAFT***

Ms. Fernandez presented in detail the “CITT Departmental Budget” which includes “Budgeted Positions”, “PTP Revenue Sources FY 2003-2004”, “PTP Sales Tax Uses FY 2003-2004”, and the “Preliminary CITT Budget FY 2003-2004”. (copies of the budget were included in the Agenda package and also distributed) Mr. Cosgrove asked if monies were allocated for an independent publicity firm that would help the external affairs staff with scheduling CITT events and meetings. Ms. Fernandez responded that two year ago Miami Dade Transit issued a competitive process for external marketing assistance. Two firms have been selected and approved by the BCC. The CITT could access those contracts through a work order when needed. The members asked for the job functions for the 17 staff positions.

**CITIZEN'S COMMENTS**

None

**ANNOUNCEMENTS**

Ms. Fernandez announced that the Executive Planning Committee meeting is scheduled Friday, January 16, 2003. The External Affairs Committee meeting also scheduled for Friday scheduled for Friday is mostly likely will be cancelled. In addition, she briefly explained the proposed “CITT Contract Awarding Process” (a copy of the flowchart was distributed).

**ADJOURNMENT**

There being no further business the meeting adjourned at 1:10 p.m.